

Education and Events Officer Role Description

Role Summary	<p>The British Horse Society committees are encouraged to organise and promote a number of education and events opportunities for equestrians and horse enthusiasts each year. By offering a variety of activities for people who care for and ride horses we aim to increase peoples' involvement and enjoyment of equestrian activities, expand equitation, care and welfare knowledge and to raise awareness, funds and support for the BHS and our charitable objectives.</p> <p>As an Education and Events Officer you would support the planning, delivery and co-ordination of events in your area. Working with your fellow Education and Events Officers and committee you will be identifying and organising events that will benefit members and other equestrian enthusiasts locally.</p>
What's in it for you	<p>These roles are all about building the equestrian skills and knowledge of people, having fun and getting people involved with horses and the BHS. You will be meeting lots of like-minded people, having new experiences and building your skills, knowledge and contacts. You will also have the satisfaction of knowing that your efforts are supporting the charitable aims of the BHS.</p>
Main duties and responsibilities	<p>You will be working with others to coordinate the education and events activities for your committee, this will involve:</p> <ul style="list-style-type: none">• Working with your fellow Education and Events Officers and committee to plan appropriate educational, awareness raising, social or fundraising activities each year.• Organise, facilitate and deliver a minimum of three informational and inspiring events per year to local equestrians• Ensuring that the activities are delivered safely, through compliance with our Health and Safety policies and preparation of appropriate risk assessments.• Working with the committee Treasurer to contribute to event and annual reports that include information on the income, expenditure and attendance of events and recommendations for future activities.• Working with the Marketing & Communications Officer and National/Regional Manager to promote your events and support BHS campaigns locally.
Skills and Knowledge	<p>Essential</p> <ul style="list-style-type: none">• An interest in developing your knowledge and skills in event management• Access to a computer with internet access• Take responsibility for following our guidance and policies, ensuring events are safe and legal.• Good communication and team working skills and experience of working with the public• Passionate about the BHS, our work and our Education programme• Equestrian knowledge <p>Desirable</p> <ul style="list-style-type: none">• An interest in developing your equestrian network locally, helping you find venues for events and build relationships with possible speakers and presenters• Experience of organising events to inform and entertain
Training and Support	<p>Your local National/Regional Manager and Committee Chairman will provide you with local guidance and support. Your Chairman and fellow Education and Events Officers and Marketing and Communications Officer will be there to support you throughout your role.</p>
Resources	<p>You will need a computer with internet and email access and must be willing to receive email, telephone and written correspondence from the BHS, committee volunteers and organisations or individuals involved in your communications activities.</p> <p>The ability to travel and have access to a vehicle that you can use in your role would be beneficial.</p>
Your Commitment	<p>We ask all our Education and Events Officers to commit to a minimum of one year term. On average our Officers contribute the equivalent of 1 day a month to the role, but this may increase at particular times of year. Due to the nature of the role it will require some evening and weekend meetings and events. You will need to attend your committee meetings and it is beneficial if you can play an active role in their events and activities to collate and share news stories.</p>
How do I get involved?	<p>Complete an enquiry form and your local National/Regional Manager will contact you to discuss the role.</p>
Notes	<p>If you are involved in events involving young or vulnerable people you may be required to attend our safeguarding training and may need to complete a Disclosure and Barring Check. Those already involved in Education or other equestrian organisations are welcome but must follow our Conflict of Interest Policy.</p>

